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| |  | | --- | |  | | Amit [Amit.220765@2freemail.com](mailto:Amit.220765@2freemail.com) CAREER OBJECTIVE *To be a part of a reputed and progressive organization in order to gain*  *knowledge and assist the professionals in performance of their duties &*  *responsibilities for achieving their goals and objectives efficiently & effectively.* PERSONAL INFORMATION **Qualification Master of Business Administration**  **Specialization Marketing**  **Experience 3 Years**  **Nationality**   **Indian**  **Date of Birth March 26th 1991**  **Languages English, Hindi**   Computer Knowledge  * Microsoft Office. (MS-Excel, MS-Word and MS power point) * Internet browsing, surfing and emailing. * Knowledge of Salesforce * Done SAP SD Consultant training  PROFESSIONAL EXPERIENCE **1). Employer:** **Delphi Computech pvt Ltd.**  **Designation:**  **Marketing Executive**  **Duration: 1 Year and 4 month.**  Major Responsibilities   * Conducting seminars on SAP program/training. * Provided customers with competitive quotations * Handling counseling, doing followup, converting wallk in's to admission * Achieving monthly target * Proven ability to maximize sales opportunities by creating professional sales script and building report with potential new and also existing customers. * Working closely with account to ensure timely execution of Invoice Payment. |

##### 2). Employer ****WEBTEL ELECTRO SOFT PVT LTD.****

**Designation:**  **Marketing Executive**

**Duration: 1 Year and 1 Month.**

**Major Responsibilities**

* Experience of territorial marketing, account management and client relations and retention
* Meeting Clients arranging and giving Software demonstration
* Communicating new Software products to potential clients
* Provided customers with competitive quotations
* Converting leads into sales by meeting clients
* Handling corporate business
* Regularly liaised with our existence customers to ensure the progress of existing orders.
* Researching the market for related products sales across Mumbai & Navi Mumbai

Promoting business and trying to cater prompt leads on fields

##### 3). Employer ****SPANCO****

**Designation Customer Service Representative**

**Duration** **Seven Months.**

**Major Responsibilities**

* Worked for Reliance in-bond process to satisfy the customer’s concerns
* Provided assistance for customer questions or technical concerns regarding products
* Demonstrated product knowledge and awareness, and evaluated the most efficient problem solving methods needed to satisfy the customer’s concerns
* Positively represented the company by providing excellent customer service
* Managed a high-volume workload within a deadline-driven environment

##### QUALIFICATION (Detail)

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| **Degree** | **Major/ Specialization** | **Passing Year** | **College & University** | **GPA/Marks %/**  **Division** |
| **M.B.A** | Marketing | 2014 | I.T.M | Appeared |
| **B.M.S**  **(Graduation)** | Marketing | 2012 | Seva sadan College | 63% |
| **H.S.C** | Normal | 2007 | R.K Talreja | 57% |